



Job Announcement Policy Analyst/Senior Policy Analyst

The California Budget Project (CBP) is a nonpartisan, nonprofit organization that conducts research and analysis on a range of state tax and budget issues, with a particular focus on issues affecting low- and middle-income Californians. The CBP seeks to hire a Senior Policy Analyst or Policy Analyst with experience and interest in analyzing labor market issues, including wage and income trends, unemployment insurance, minimum wage, and related issues. Candidates must have experience and interest in analyzing large data sets.

The Policy Analyst's responsibilities include researching and writing reports and policy briefs; representing the CBP before state and local constituency groups and policymakers; monitoring the impact of federal and state policy issues; and analyzing social and economic data to identify the impact of state and federal policies on low- and middle-income California. Qualifications for the position include:

- A graduate degree in public policy, economics, urban planning, or a related field.
- Experience in policy analysis or research, including a familiarity with state and federal budget and policy issues and data sources. The position of Senior Policy Analyst requires five years of directly related program or policy experience.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to lay audiences both in writing and through public speaking.
- Strong quantitative skills, including proficiency with PC-based statistical software, spreadsheets, and databases. Familiarity with Current Population Survey, American Community Survey, or similar datasets strongly preferred.
- Self-motivation, ability to work independently, and ability to prioritize tasks.
- Willingness to work as a part of a team.
- Commitment to the goals of the California Budget Project.

This position is full-time and is based in Sacramento, CA. Salary will be based on experience and includes health and dental benefits. Applications will be accepted until the position is filled. To apply, send a resume, writing sample, cover letter, and three references to:

California Budget Project
921 11th Street, Suite 502
Sacramento, CA 95814
www.cbp.org

The California Budget Project is an equal opportunity employer